

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
Virtual Board of Directors Meeting
March 14, 2024
Minutes

CALL TO ORDER

President Mary Ann Hess called the meeting to order via Zoom at 9:01 a.m. PDT.

Roll Call taken by Executive Director Chris Shalby

Board Members Present:

President Mary Ann Hess, MMC

President Elect Lisa Garcia, MMC

Vice President Dawn Abrahamson, MMC

Immediate Past President Pamela Smith, MMC

Region I Director: Kathy Montejo, MMC; Region I Director: Susan Haag, MMC

Region II Director: Travis O. Morris, CMC; Awilda Hernandez, MMC

Region III Directors: Lee Frazier, MMC; Tory Frink, MMC

Region IV Directors: Sherri E. Gard, MMC; Angela Richburg, MMC

Region V Directors: Angela Marshall, MMC; Carrie Mugford, CMC

Region VI Directors: Elena Hilby, MMC; Marita Rhude, MMC

Region VII Directors: Celyn Hurtado, MMC; Leesa Ross, MMC

Region VIII East Directors: Julie Barnett, MMC; Angela Johnson, MMC

Region VIII West Directors: Ida Fierro, CMC; Colleen Mulvey, MMC

Region IX Directors: Jamie Newman, MMC; Ruth Post, MMC

Region X Director: Jaylene Knight, CMC; Lana Antony, CMC

Region XI Director: Linda Larter; Johannes "Hans" Rijs, MMC

Board Member Absent: Knight and Larter joined late.

Staff Members Present:

Executive Director, Chris Shalby

Office Manager, Janet Pantaleon

Agenda Approval

Region III Director Tori Frink moved to excuse absent board members. Motion approved.

President Hess requested to move order of the agenda items have items 4i. and 4ii after item 5.

Motion Approved

Executive Director Update

4.iii. 2024-2027 Strategic Plan

President Hess asked for any questions regarding the 2024-2027 Strategic Plan.

Region Director X, Lana Antony inquired about Strategic Plan Key Area 2, Region Website Pages and if they have a blank page on IIMC website. ED Shalby will check status and send her confirmation. Director Antony questioned Key Results Area 3 Objective 5 and how they will be able to attain 500 Region X members by the deadline. ED Shalby explained it is an ongoing goal and if needs to be extended or discarded we can do that at next strategic meeting.

Ruth Post inquired if we could make the region pages on website more prominent and easier to find. Page 4 Key Results area 7 questioned the timeframe of setting Mid Year meetings to be held in the upcoming conference venue. ED Shalby mentioned we did not have a timeframe as our conference cities are already planned but will be ongoing. Ruth asked if we should add “ongoing” to this objective as a suggestion.

Motion to adopt Strategic Plan as presented with the added amendment of “ongoing” added per Director Ruth Post suggestion to read “Ongoing - to better know the upcoming conference city, the possibility of holding a Mid-Year meeting at one of the upcoming awarded conference cities may help with future proposals regarding attrition and expenses.

Motioned by Region X Director Lana Antony, CMC

Seconded by: Region I Susan Haag, MMC

Motion Adopted Unanimously

4.iv. Suspension of Budget Committee Process

President Elect, Lisa Garcia discussed the reasoning behind the request to restructure the budget committee for ability to have people with more financial experience to serve on the committee. ED Shalby explained that this is to meet the Key Results area on inclusivity by removing the EC from this committee. ED Shalby continued to clarify that they are asking for the current process to be suspended until the new process can be presented to the Incoming Board at the May meeting in Calgary.

Motion to suspend the current budget committee policy selection process for consideration at the May 2024 meeting.

Motioned by Region III Director Tory Frink, MMC

Seconded by Region VIII West Ida Fierro, CMC

Motion approved by majority vote

4v. Constitutional Amendment for Calgary ABM

ED Shalby asked to suspend this amendment until Mid Year or 2025 May meeting as the staff and committees have not had a chance to review. Region IX Director, Ruth Post suggested that ED Shalby contact Stacy Bennett to make sure that she understands that her recommendations will be discussed and presented at the Mid Yr or May 2025 meeting. ED Shalby again noted that this amendment requires some strong vetting with the way it is currently written there are too many loopholes.

Motion to refer to appropriate committees and report back to the Board at the November 2024 Mid-Yr meeting.

Motioned by Region IX Director Ruth Post, MMC

Seconded by Region V Director Angela Marshall, MMC

Motion adopted by majority vote

4vi. Regions X and XI/IIMC Board reception in Calgary

ED Shalby proposed to change the international dinner to a cocktail reception with introductions and no gift exchange. This would be appreciated by those in attendance as it provides more opportunity for socializing as well as reducing the food and beverage costs.

Motion to change the formal international dinner from a formal to dinner to a cocktail reception format.

Motion by Region Director VIII East Julie Barnett, MMC

Seconded by Region II Director Awilda Hernandez, MMC

Motion Adopted Unanimously

4vii – Parliamentary Update

ED Shalby provided an update regarding parliamentarian. In February Connie Deford and IIMC mutually parted ways. In the interim Region Director Leesa Ross suggested Karen Goodwin, 2025 Host Clerk who is attending May Conference in Calgary will be acting parliamentarian for the meeting. He will search for new parliamentarian after the May conference.

4viii – Ad Hoc Recommendation on ED Evaluation

Committee consisting of President Mary Ann Hess, Lee Frazier, Ruth Post, Angela Richburg and Chris Shalby Present.

President Mary Ann Hess recommended that Vice President Dawn Abrahamson will take the attached recommendations from the committee to be applied to the Executive Directors review in November. Vice President Dawn accepted.

5. IIMC Staff Update:

Verbal update regarding the hiring of new staff member Stephanie Galarza as Member Services Representative. Stephanie will be in attendance in Calgary, Alberta Canada.

6. Other Business and Announcements

Election Committee Report regarding possible violation at Region III Conference in Georgia.

Elections Committee met March 12 3:pm ET, via Zoom. In attendance Joel Hondorp, MMC; Jannette Goodall, MMC; Shaniya Lashley-Mullen, CMC; Laura Cahill, CMC; Shelley George, MMC; Lucrecia Wonsor, MMC. Absent, Dan Weinrib, CMC. Board Liaisons present were Kathy Montejo, MMC; Marita Rhude, MMC and Ida Fierro, CMC. Also present were President Mary Ann Hess, President Elect Lisa Garcia and Vice President Dawn Abrahamson. IIMC Staff Chris Shalby.

Chair Hondorp shared the committee's findings from investigative phone calls and emails in regard to the election policy violation complaint. A motion was made by Lucrecia Wonsor and seconded by Jannette Goodall that after council review and investigation there was not a violation of the IIMC Election Policy that was made in the complaint.

Committee Recommended that the Board of Directors set the vice president election to take place March 25 – April 5, 2024. Motion carried.

President Elect Garcia suggested that the Board make a statement in the e-briefing that the Board has reviewed the election and it has been deemed a fair and impartial election with the new dates. To ensure to our members that the Board is being diligent and encouraging all members to vote.

Motion to adopt March 25 – April 5, 2024 as the new election period to vote.

Motion by Region IV Director Sherri Gard, MMC

Seconded by Region VIII East Director Angela Johnson, MMC

Motion Unanimously Adopted

4i. Annual Business Meeting head table setup and floor plan

ED Shalby reviewed the Board direction to present a design in compliance with the strategic plan for inclusivity. See attachment.

Motion to approve the Annual Business Meeting head table set up and floor plan as presented.

Motion by Region I Director Kathy Montejo, MMC

Seconded by Region X Director Jaylene Knight, CMC

Vote by Roll Call (10 Yes; 18 No)

Yes: Hess, Abrahamson, Haag, Richburg, Marshall, Rhude, Post, Montejo, Fierro, Knight

No: Garcia, Smith, Frazier, Hurtado, Rijs, Morris, Frink, Mugford, Johnson, Newman, Antony, Hernandez, Gard, Hilby, Ross, Barnett, Mulvey, Larter

Motion Failed by vote of 18 No and 10 Yes

New Motion if it is logistically allowed by hotel to place all 28 Board Members and Parliamentarian on the dais to do so.

Motioned by Region X Director Lana Antony, CMC

Seconded by Region III Director Tory Frink, MMC

Vote by Roll Call (Yes 17; No 11)

Yes: Hess, Abrahamson, Smith, Frazier, Hurtado, Rijs, Morris, Frink, Johnson, Fierro, Antony, Hernandez, Gard, Hilby, Ross, Barnett, Larter

No: Garcia, Haag, Richburg, Marshall, Rhude, Post, Montejo, Mugford, Newman, Mulvey, Knight

Motion is adopted to set the table for 28 members plus Parliamentarian.

Question was asked regarding awards: ED Shalby said we will have to get a larger stage.

4ii. Annual Banquet protocol/head table setup and floor plan

Board discussed proposed head table set up for annual banquet seating to have the Board sit on the floor with the members.

Motion to adopt the proposed floor plan to have the seating on the floor as presented.

Motioned by Region X Director Lana Antony, MMC

Seconded by Region II Director Awilda Hernandez, MMC

Motion adopted by majority vote

Adjournment

With no further business, the meeting adjourned at 10:31 a.m. PDT.

Janet Pantaleon - Recorder