

Annual Report 2005



INTERNATIONAL INSTITUTE
OF MUNICIPAL CLERKS

IIMC Mission Statement

Professionalism in Local
Government through Education



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president's message

One year ago, I stood before you humbled by the experience of being your President, and pledged my commitment to further the educational offerings for our membership. Additionally, I requested that you become a member of the IIMC TEAM as only through TEAM work can we achieve great things. TEAMS consist not only of our membership, but the Executive Committee, the Board of Directors, the MCEF Board, and the IIMC staff. The following illustrates how well the TEAM did this past year.

TEAM EFFORT

The first experience of our TEAM effort was witnessing our staff, Jessica Christie, Director of Conventions and Meeting, Chris Shalby, Director of Communications; and Jennifer Ward, Education Associate, at a meeting held in St. Paul with the Host Committee which I found to be enlightening. This TEAM of dedicated professionals working tirelessly on our behalf to negotiate with the various contractors to make our IIMC Annual Conference seamless and successful, was an indication of how truly professional they are. They negotiate with educational providers, transport companies, pipe and drape, food and beverage and a myriad of vendors too numerous to list. One cannot fully appreciate their efforts until you witness this first hand. Additionally, I was impressed with the venue and the members of the St. Paul Host Committee. Shari Moore, CMC, and her conference committee comprised of Deb Hartman, CMC, Sheffield, IA; Barry Sittlow, CMC, St. Paul Park, MN; Sandy Paulson, CMC, Plymouth, MN; Sue Olesen, CMC, Burnsville, MN; Susanne Griffin, Minneapolis, MN; Tom Ferber, CMC, Bloomington, MN; and Vicki Volk, CMC, Andover, MN, were a

dedicated group of volunteers that worked tirelessly to assure a successful conference was being planned for our membership. The excitement and enthusiasm generated by these wonderful people was so contagious that I left St. Paul eager for the start of the Conference even though my visit occurred in June 2004.

EDUCATION ACCOMPLISHMENTS

Our mission statement, *Professionalism in Local Government through Education* is important. Each previous IIMC President has placed great emphasis on the importance of education. New ways of providing education to the membership are constantly being sought. This past year, we were successful in providing several new programs. A CD Rom comprised of three educational sessions from the Conference in Whistler, Canada provided those members who did not have the opportunity to attend the conference a "conference experience" through the purchase of the CD. Those that availed themselves of this opportunity earned three (3) credits towards their CMC or MMC designations or 18 hours toward Recertification. The lessons learned, as evidenced by the letters I received from the participants, were clear that this, indeed, was an extremely successful educational program.

Even more impressive was the understanding that the participants all recognized why IIMC must continue with its international outreach program. Learning to appreciate our cultural differences



president's message

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and similarities was a standard theme throughout the various letters received. Many thanks go to former IIMC Education Director Dr. Ray Garubo for the foresight he had in bringing this program forward.

Distance Education was offered during the summer of 2004. The IIMC Board approved the program. It was extremely successful and will continue to be offered in the future so long as there is an interest and a need expressed by our membership. MCEF (Municipal Clerks Education Foundation) provided scholarships for this important program. A special thank you to the MCEF Board for making these 10 distance education scholarships available. Their special support to education for Municipal Clerks is really appreciated.

WASHINGTON, DC - IFES

September found the Executive Committee meeting in Washington, DC with representatives from IFES-Democracy at Large. Richard W. Soudriette, IFES President and I signed an Affiliation Agreement for our respective organizations to collaborate on lofty and considerable endeavors. Through this new initiative and with IIMC's Board of Directors approval, we will be able to extend our educational opportunities to local government officials on good governance in North America and to underdeveloped countries throughout the world. Through this effort, we will enlist the aid of IIMC members that are willing and qualified to serve as local governance practitioners to undertake governance training initiatives throughout the world (Ambassador Teams). These practitioners will serve for time periods as short as two weeks and as long as two years.

A concept paper has been drafted by Dr. Garubo and Jeffrey Carlson, IFES Program Officer for Europe and Eurasia. The Concept Paper will be shared with Federal Government agencies in Washington, DC for possible grants to begin the program. Information for our membership will be forthcoming once a new Director of Education is hired.

SLCC AGREEMENT

October was a busy month as IIMC signed another Affiliation Agreement with the Society of Local Council Clerks of England and Wales. SLCC invited IIMC to attend their annual conference which was being held in Stratford on the Avon, England. We started discussions on creating an Exchange Program with their membership which we felt would be invaluable to our respective organizations. An opportunity for a sharing of common problems, possible solutions and our goal of Professionalism in Local Government through Education is the basis for this program.

BULGARIA IIMC INSTITUTE

During this same time period, I had the distinct pleasure of officiating the opening of the first IIMC Institute outside of North America, in Sofia, Bulgaria. Professor Bojana Nedeltcheva did an outstanding job of bringing not only the students, but invited the Deputy Prime Ministers of the various government offices, the newspapers and, of course, the television stations to witness this historic event. While speaking foreign languages has never been my forte, I delivered the opening remarks in their native language. The delegates and



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president's message

dignitaries were too kind in their acceptance of my attempt at speaking Bulgarian. We now have 25 IIMC members in Bulgaria. At the Conference in St. Paul, Professor Nedeltcheva presented IIMC representatives with a copy of the first training session printed in both English and Bulgarian.

BOOKS AND READING

Our November *News Digest* had an article authored by Paul R. Craig, Senior Fellow, Institute of Government and Public Affairs, University of Illinois at Urbana/Champaign. His article on "*Thoughts and Ruminations on Books and Reading*," encouraged our members to read and provided a list of suggested books for reading. Having read two of the selections, I urged everyone to select one of the three to read. Paul provided a second article entitled "*Taking a Glance and Improving Your Odds*." He again provided a list of suggested readings (For information on Craig's reading list,, refer to the November 2004 and May 2005 *News Digests*).

WYOMING ONLINE/ON LAND INSTITUTE

On a more local level, our Education and Personal Growth Committee approved our first On line/On land Institute in Wyoming. Dr. Garubo assisted in assuring the partnering of the University of Wyoming and the Wyoming Associating of Municipal Clerks and Treasurers led to the implementation of this venture which has a limited approval of three years and is only available because of its uniqueness to the State of Wyoming. Without this type of training, IIMC members

in Wyoming had to travel to other states for their classes.

ACCREDITATION

In December I created a Task Force to study the feasibility of national accreditation or certification. This Committee is hard at work studying the pros and cons of submitting our educational offerings to this process. If this is approved, it will bring prestige to our certifications - both CMC and MMCA programs — and further validate the high quality educational offerings IIMC provides.

MID YEAR MEETING

The Board of Directors held their Mid-year meeting in Scottsdale, AZ. The Board participated in a session on **Leadership, Risk Taking and the Art of Compromise**, led by Paul Craig. Some of the weighty topics that had lively discussions were the issue of years between levels for the Master Municipal Clerk Academy program. The Board forwarded this onto the Research Committee for action at the meeting in St. Paul. This was unanimously approved in St. Paul and the years between levels have been reduced to one to four years, replacing the former two to four years. Our mentoring model was approved by the Board and a mentoring session was to be provided at the Conference in St. Paul. The Board took a bold stand and shortened the conference beginning in 2010 by one day, making certain that none of the educational offerings would be affected by the shorter Conference.



ATHENIAN LEADERSHIP SOCIETY

In January a meeting was held with the University of Illinois representatives to discuss a new educational initiative known as the **Athenian Leadership Society**. Those participating in the meeting were Paul Craig, Institute Director; Professor Robert Rich; Professor Tom Prudhomme; Steve Schmonberg, Vice Chancellor; and Professor Jack Knott; Joseph Tiernay, IIMC Executive Director; Dr. Raymond Garubo, Education Director and me. It was agreed that IIMC would offer a day-long education session for the general membership and one session for the Board of Directors. An Affiliation Agreement was signed in March between the University of Illinois and IIMC. An Advisory Council was established with six members from each organization and a Chairperson appointed by the Chancellor of the University of Illinois. This proved to be an extremely popular offering at St. Paul and it is anticipated that additional dialogues will be conducted at the 2006 Annual Conference in Anaheim, CA. The book that was offered to the general membership was Rudolph W. Guilliani's *Leadership* while the Board of Directors read *Lincoln on Leadership* by Donald T. Phillips. It is anticipated that the first inductees' ceremony will be held in New Orleans, LA, in 2007.

PROPERTY ASSESSMENT TASK FORCE

The first Task Force that I appointed as President was the Property Assessment Task Force. It has long been felt that IIMC needed to have a presence in Washington, DC, and was one of the recommendations that came from the IIMC Summit II on Education. When we met with IFES representatives, the question was

asked again, why doesn't IIMC have a presence in Washington, DC? IFES was willing to house IIMC in an office located in their facility; however, when we finally approached them, they had expanded their staff and could not allocate space for IIMC. But as fate would have it, I had met Professor Tom Prudhomme of the University of Illinois in Chicago and he stated that he was affiliated with the National Supercomputing Center in Washington, DC. He invited me to see his facility the next time I was in the area. I took him up on his offer in February when I had the opportunity to visit the facility. It was then that I learned that the University of Illinois had office space available at this National Supercomputing Center that could provide IIMC the opportunity to lease space, with the bonus of being able to video conference with the Board of Directors and others. Additionally, there is a computer training facility which can be used. The information was shared with the Task Force, and I am pleased to report that the Board of Directors approved the leasing of office space for a satellite IIMC office in Washington, DC. Many thanks go to the dedicated members of the Task Force. Phase I was chaired by Past President Pierre Pagé, CMC, Ottawa, Ontario, Canada, and Phase II was chaired by Kathleen A. Thorpe, MMC, retired Municipal Clerk of South Brunswick, NJ.

IMPROVING PERSONAL EFFECTIVENESS

Another IIMC achievement this past year under the direction of Dr. Garubo, was the creation of an **"Improving Personal Effectiveness"** instrument which received a U.S. copyright, a first for IIMC. Dr. Garubo filed for the copyright on behalf of IIMC. This



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president's message

means that it belongs solely to IIMC and that no other organization can use it without our permission. A special thank you to Dr. Garubo and our Education and Personal Growth Committee for their contributions to the success of this program.

FROM START TO FINISH

In conclusion, I hope as you glance back over the past year, you will feel as I do a great sense of accomplishments by our TEAM. The TEAM of dedicated IIMC staff, our Board of Directors, the Committee Chairs and members, and the Executive Committee – Susan Morrow, MMC; First Vice President, Marcella O'Connor, MMC; Second Vice President, Chuck Tokar, MMC and Past President, Jean Bailey, CMC. From forging an association with Washington, DC based IFES to creating an Institute in Sofia, Bulgaria; to an affiliation agreement with SLCC; to supplying members with an opportunity to acquire certification points and recertification hours through a CD-Rom of education sessions from the Conference in Whistler, Canada; to launching the Athenian Leadership Society Program; and to creating a feedback tool using Improving Personal Effectiveness Instrument and, finally, to approving an IIMC Satellite Office in Washington, DC. Our thoughts and actions were, first and foremost, providing for you – our valued members.

TEAM

My year began with a promise of the use of a TEAM effort and continued emphasis on education. I believe both of these goals were achieved. There are two quotes that I view daily in my office, which remind me of the reason for my involvement in IIMC. They are affixed to my computer screen, so I can't help but look at them and read them: **It starts with a vision that is driven by the desire to contribute and Participating fully in the life we have opens the doors to the life we can have.** Both of these quotes have kept me motivated this past year, to work on your behalf to assure the continued success of all IIMC's ventures. To that end, I hope you will join with me in celebrating the continued vitality and success of IIMC.

My personal best wishes to each of you as IIMC members. I thank you for the privilege of having served as your President and wish you all well in your daily professional and personal lives.

Elizabeth H. Kiss, MMC
IIMC President
East Brunswick Township
New Jersey



HEADQUARTERS UPDATE

Last year brought on many exciting and seminal projects that kept IIMC moving at a rapid clip. New ventures in the Education Department, partnerships with prominent associations, the introduction of the Athenian Leadership Society, Distance Education, and an On Line/On Land Institute for Wyoming Clerks culminated in fresh and innovative programs for IIMC members (see President's Message for complete details).

STAFF

Staff continues to provide the Organization with excellent support, innovative ideas and a caring and healthy appreciation for the members. From Education to Conference Planning to Membership to Communications, staff functions as a solid and cohesive team, working with the Executive Committee and the Board of Directors to implement projects and programs for the membership.

IIMC IN CONSTANT FLUX

Many new ventures helped shape the Organization this past year. The Central and Eastern European Institute officially kicked off its IIMC-approved Institute program last October in Sophia, Bulgaria. New Education developments included the Whistler CD Rom for those members unable to attend that Conference; however, were able to work from the CD Rom to acquire points toward certification or recertification; Distance Education and Improving Personal Effectiveness were introduced through IIMC's web site; the signing of agreements with Washington, DC based IFES and the Society of Local Council Clerks of England and Wales; and the implementation of the Athenian Leadership Society.

MEMBER SERVICES

IIMC continues to look for new and innovative ways to increase the value of its membership. IIMC currently provides new members with an IIMC Membership pin;

the *Language of Local Government* booklet; discounted Home and Auto insurance; and the MBNA credit card program.

The Organization also entered into an agreement to promote and market the book: *Mina's Guide to Minute Taking*.

WWW.IIMC.COM

IIMC's web site received a much needed renovation in January. The site's makeover made it aesthetically pleasing and much easier to navigate. Members can access information on the current Conference, new Education programs, download membership and certification and recertification applications. It also features a Latest News, professional growth and exhibitor and sponsors sections.

NEWS DIGEST

The *News Digest* continues to be IIMC's monthly form of communication with its members. It is a reliable source of education and information. This past year, the *News Digest* carried extensive articles about IIMC; Books and Reading, and Education and Professional Development articles. You can expect to see more articles in the future on leadership, management, personnel and technical training, all specifically geared to the Municipal Clerk experience.

MEMBERSHIP

IIMC membership held steady this year with approximately 10,200 members. Staff continued with the IIMC 500 membership drive. IIMC also was able to recruit new members from Taiwan, Thailand, the United Arab Emirates, Peoples Republic of China, the Camerons, Hungary and Nepal.



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headquarter's update

FINANCIALS

IIMC ended the 2004 calendar year with an increase in unrestricted net assets of \$24,900, total equity of \$465,491 of which \$300,000 was cash. Corporate sponsorship remains strong with more than \$100,000 in revenue. For complete details, please refer to the Auditors financial statements in this report.

OUTREACH

Continuing in our efforts to reach out to members, the President, or a member of the Board or staff attended State, Provincial and National Association

meetings in various states and countries. IIMC was an exhibitor at the National League of Cities and the International City Managers Association.

ON THE HORIZON

IIMC will continue to develop new and exciting programs for its members. IIMC is working to provide more publications on key topics to the membership. It is also revamping its current publications.







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auditor's report
about our financials

ROMERO & ASSOCIATES LLP

C e r t i f i e d P u b l i c A c c o u n t a n t s

Board of Directors
International Institute of Municipal Clerks

We have audited the accompanying statement of financial position of the International Institute of Municipal Clerks ("Institute") as of December 31, 2004, and the related statement of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Institute's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the International Institute of Municipal Clerks as of December 31, 2004, and the changes in net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the financial statements of the International Institute of Municipal Clerks taken as a whole. The accompanying schedule of net assets is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Romero & Associates, LLP
Certified Public Accountants
February 1, 2005

*statement of
financial position*

December 31, 2004

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ASSETS

Cash	\$ 300,570
Accounts receivable, other	8,558
Inventory	12,532
Prepaid expenses	9,572
Conference prepaids	17,855
Total Current Assets	<u>349,087</u>
Property and equipment, less accumulated depreciation	1,207,980
Capitalized cost, less accumulated amortization	3,321
TOTAL ASSETS	<u><u>\$1,560,388</u></u>

LIABILITIES AND NET ASSETS

Accounts payable	\$ 48,067
Accrued liabilities	34,293
Deferred revenue-conference	38,720
Mortgage note payable - current portion	9,983
Total Current Liabilities	<u>131,063</u>
Mortgage note payable	963,834
Total Liabilities	<u>1,094,897</u>
Net Assets Unrestricted	<u>465,491</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$1,560,388</u></u>



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statement of activities
December 31, 2004

REVENUE

Membership dues	\$ 901,508
Conference	563,690
Education	158,872
Marketing development and promotion	102,452
Building, rental, net	(7,753)
Administration	47,000
Interest	4,585

TOTAL REVENUE

1,770,354

EXPENSE

Program Services

Education	256,185
Conference	505,362
Membership services	265,210
MCEF	75,828
Marketing development and promotion	75,798
Supporting Services Administration	567,071

Total Expenses

1,745,454

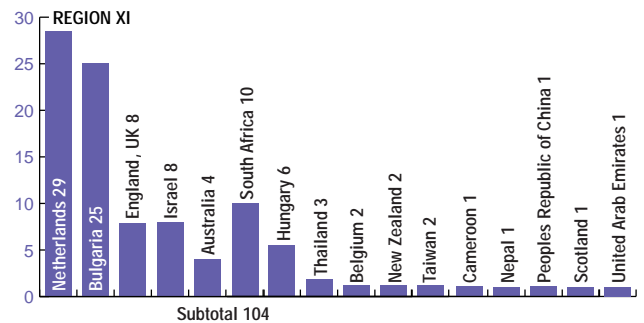
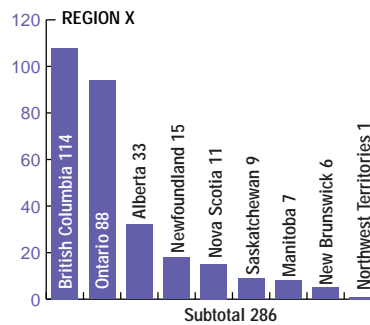
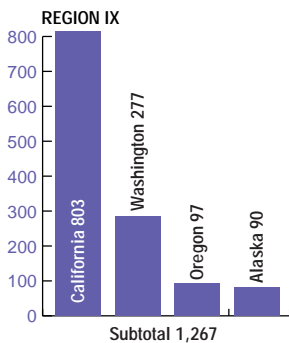
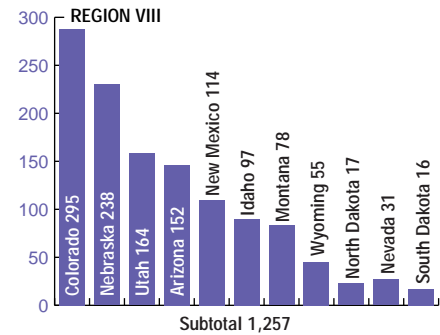
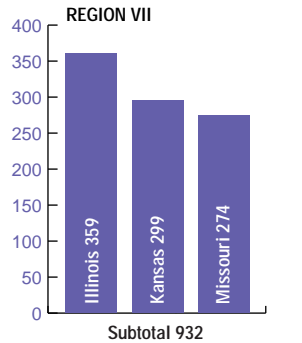
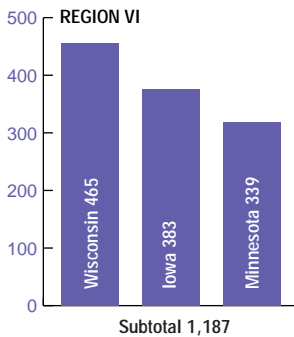
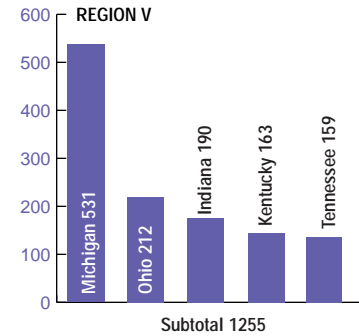
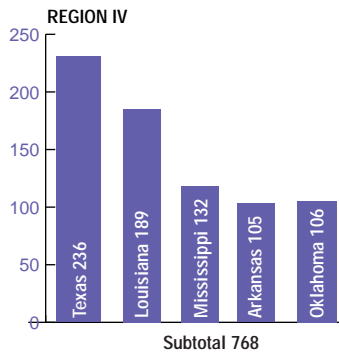
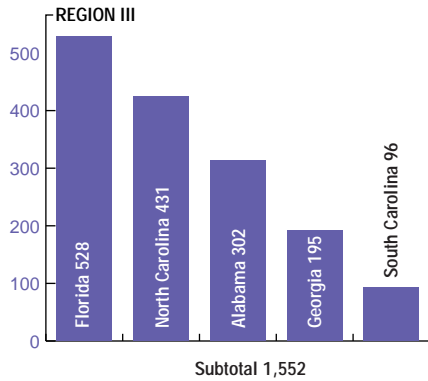
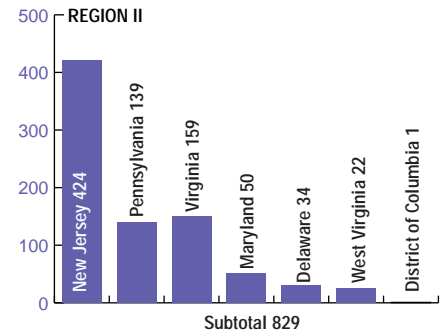
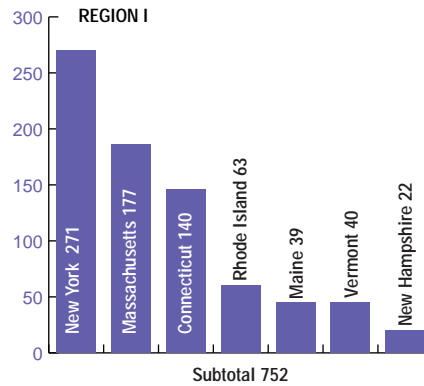
Increase in Unrestricted Net Assets	24,900
Net Assets Beginning of Year	440,591
Net Assets End of Year	<u><u>465,491</u></u>

IIMC State/Regional National Membership

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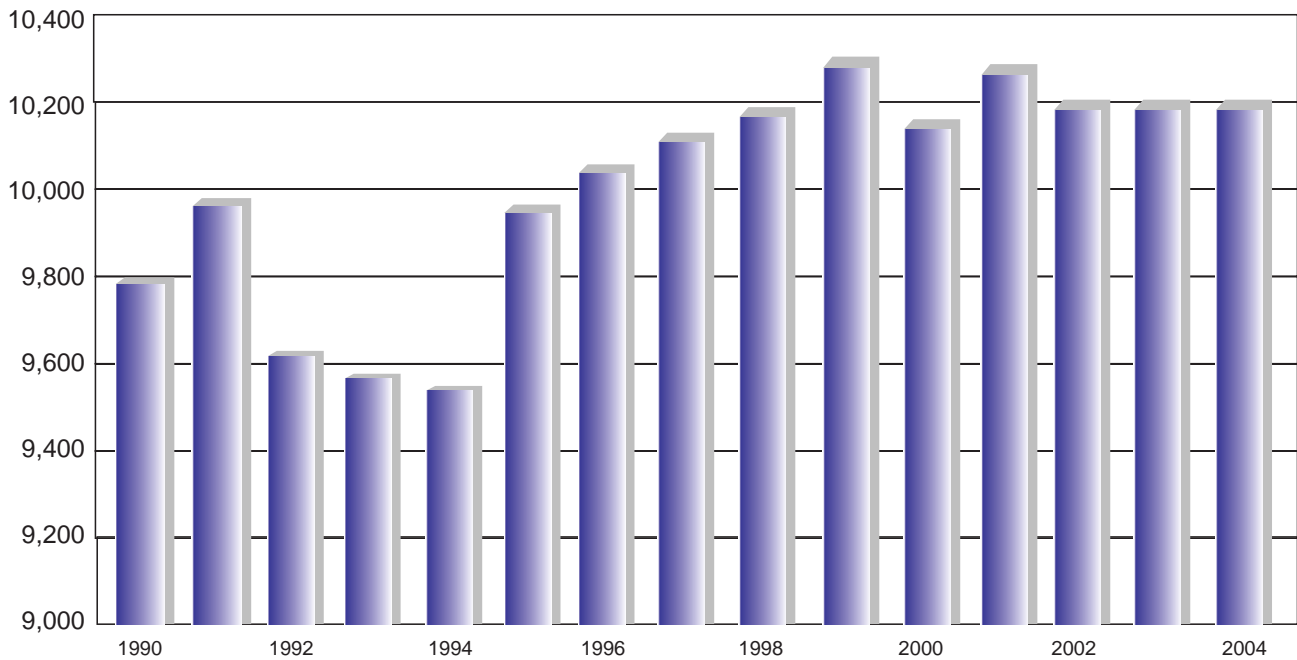


The following chart represents IIMC membership in each state, province and country. As of June 31, 2005, California leads all states in membership with 803, an increase of 29 members in 2005. Region III (AL, FL, GA, NC and SC) leads all Regions in total membership with 1,552. British Columbia leads all members in Canada with 114. The Netherlands has 29 members to lead all countries in Region XI.

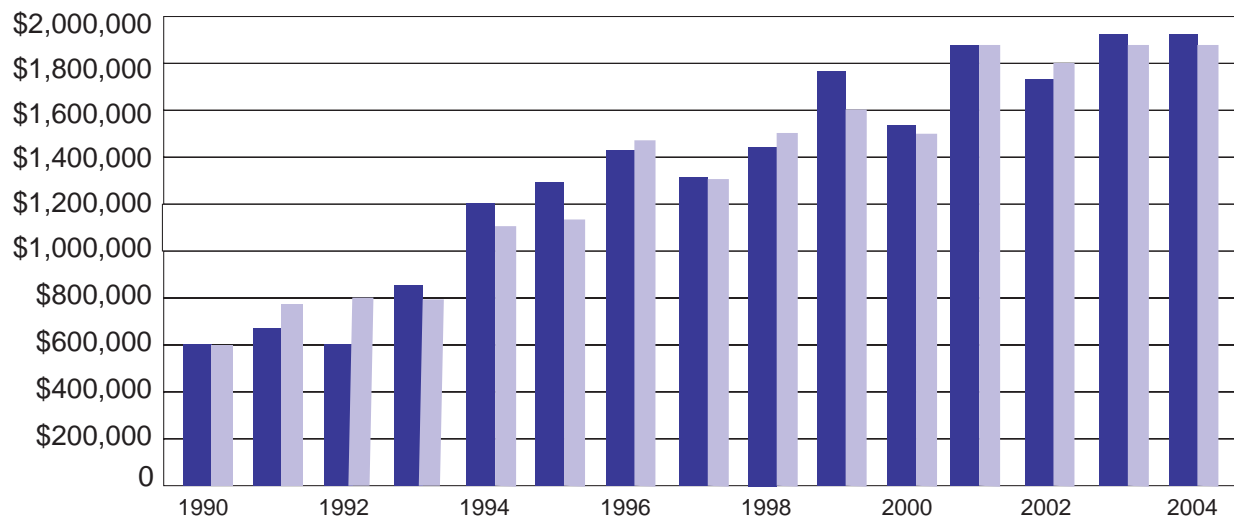




Membership

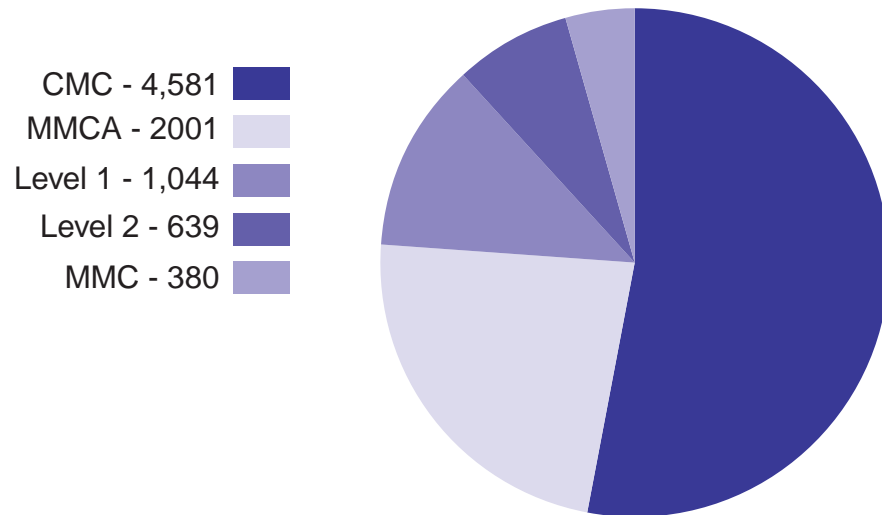


Annual Revenue & Expenditures



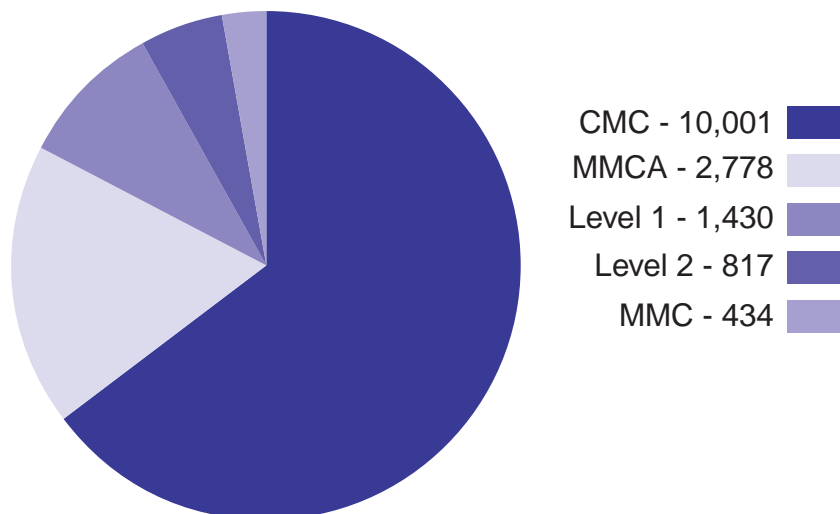


TOTAL ACTIVE CLERKS AS OF MAY 31, 2005



*Certification and Master Municipal Clerk Academy Figures
The Certified Municipal Clerk program began in 1971.*

TOTAL CLERKS SINCE INCEPTION OF PROGRAMS





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institutes



board of Directors

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PRESIDENT

Elizabeth H. Kiss, MMC
Municipal Clerk
East Brunswick Township, NJ



FIRST VICE PRESIDENT

Susan L. Morrow, MMC
Township Clerk
Plainfield Charter Township
Belmont, MI



SECOND VICE PRESIDENT

Marcella H. O'Connor, MMC
Municipal Clerk
Northbend, WA



IMMEDIATE PAST PRESIDENT

Jean M. Bailey, CMC
City Clerk
Rocky Mount, NC

2005 EXPIRATION

Patricia F. Hullfish, CMC
Municipal Clerk
Plainsboro, NJ
Region II

Frances Kersey, CMC
City Clerk
Oklahoma City, OK
Region IV

Susan L. Lambert, CMC
City Clerk
Harlan, IA
Region VI

Charles E. Tokar, MMC
Village Clerk/Budget Officer
Village of Chicago Ridge, IL
Region VII

Courtney V. Bohlender, CMC
Town Clerk/Treasurer
Saratoga, WY
Region VIII

Robert M. Prentice, CMC
Director of Corporate Services
Newmarket, Ontario, Canada
Region X

2006 EXPIRATION

Patricia A. McCoy, CMC
Town Clerk/Treasurer
Poultney, VT
Region I

Dyanne Reese, CMC
Clerk of Council
Savannah, GA
Region III

Mary Lynne Stratta, MMC
City Secretary
Bryan, TX
Region IV

Patricia Burch, MMC
City Clerk/Treasurer
Whitesville, KY
Region V

Sandi Behrens, MMC
City Clerk
Albert Lea, MN
Region VI

Gail Waibel, CMC
City Recorder
Hillsboro, OR
Region IX

Coral Callioux, CMC
Director of Corporate
Services/City Clerk
Leduc, Alberta, Canada
Region X

Ronny Frederickx
City Secretary
Essen, Belgium
Region XI

2007 EXPIRATION

Tina Ward Shuart, CMC
Town Clerk/Collector
Cobleskill, NY
Region I

Phillip J. Campbell, MMC
Asst. to County Exec./
Clerk to Board
Prince William County, VA
Region II

Cheryle R. Ratliff, CMC
City Clerk
Greenville, SC
Region III

Sally Oglesby, MMC
City Clerk
Crossville, TN
Region V

Buster Brown, CMC
City Clerk
Omaha, NE
Region VIII

Sheri L. Pierce, CMC
City Clerk
Valdez, AK
Region IX

Mike Kendall
Director of Corporate
Services/County Secretary
West Sussex, UK
Region XI



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
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